

**TRANSMITTAL SLIP** Date  
18 AUGUST 1986 ✓

TO: (Name, org. symbol, room number, building, Agency/Post)	Initials	Date
1. MANAGEMENT STAFF/DDA	<i>MLB</i>	
2. <i>Registry - file</i>		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

#1 - ACTION

PLEASE HAVE RESPONSE PREPARED FOR THE  
DDA'S SIGNATURE.

4 SEPTEMBER 1986

*Per [redacted] - DDA has no requirements in '87 to reserve [redacted] Adv'd Roma, OTE via telecon 9/10/86.*

DO NOT use this form as a RECORD of approvals, concurrence, clearances, and similar actions

FROM: (Name, org. symbol, Agency/)	Room No.—Bldg.
HENRY P. MAHONEY	
ADDA	Phone No.

5041-102

\* U.S.G.P.O.: 1983-421-529/320

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

FORM 41 (Rev. 7-76)

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

1987  Conferences

OTE-86-5029

FROM: 

EXTENSION

NO.

DATE

D/OTE

14 August 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DDA

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY  
FILE: 100-25



OTE 86-5029

14 AUG 1986

MEMORANDUM FOR: Deputy Director for Operations  
Deputy Director for Intelligence  
Deputy Director for Administration  
Deputy Director for Science and Technology

FROM:

[Redacted]

STAT

Director of Training and Education

SUBJECT:

1987 [Redacted] Conferences

STAT

1. We are in the process of scheduling [Redacted] for calendar 1987. We have booked our courses and have several requests for component conferences. Most of you have a couple of senior planning/management sessions each year, and we would like to give you the opportunity to reserve [Redacted] for those before we begin other scheduling.

STAT

STAT

2. Please let us know your preference for conference dates in 1987 (with alternates if possible) by 8 September. We will accommodate your requests as best we can and get back to you with confirmed dates.

STAT

[Redacted]